

**OFFICE OF THE GENERAL COUNSEL  
Division of Operations-Management**

**MEMORANDUM OM 07-34**

February 7, 2007

**TO:** All Regional Directors, Officers-in-Charge,  
and Resident Officers

**FROM:** Richard A. Siegel, Associate General Counsel

**SUBJECT:** Revised Form NLRB-916

Revisions have been made to Form NLRB-916, Backpay Claimant Identification, which should be sent to all identified discriminatees at the time the Region determines that a charge has merit or, in any event, no later than at the time it issues complaint. See Compliance Case Handling Manual Section 10508.8. The revised form includes a Privacy Act statement, which is required inasmuch as the form requests individuals to disclose their social security numbers.

Accordingly, Regions should begin using the attached Form NLRB-916 immediately. The revised form is now in the NLRB Web Forms Library.

If you have any questions regarding this memorandum, please contact your AGC or Deputy or the undersigned.

/s/  
R.A.S.

Attachment

Release to the Public